Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

March 16, 2020

MEMO. ORDER NO. 20
Series of 2020
**********/

TO **ALL HEADS OF OFFICES**
Local Government Offices
This LGU

RE **1. SUSPENSION OF THE USE OF THE BIOMETRIC TIMEKEEPING MACHINE**

2. CLOSURE OF ALL SIDE GATES OF THE SAN CARLOS CITY HALL

Effective immediately, the use of the biometric timekeeping machine for daily attendance is suspended until the Public Health Emergency is lifted.

Attendance shall be through the use of the log book which shall be maintained by each department and shall be closely monitored by the Office for Human Resource Management.

Everyone is advised to take the usual precautionary measures to prevent and control the spread of COVID-19 (and other diseases), such as using your own ballpens and using hand sanitizers/alcohol before/after logging.

Meanwhile, all side gates of the San Carlos City Hall shall be **CLOSED** effective immediately.

For your information and guidance.

RENATO Y. GUSTILO
City Mayor